

DDA REGISTRY  
FILE: Personnel

DDA 81-0275

11 FEB 1981

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Security  
Director of Training and Education

FROM: William N. Hart  
Acting Deputy Director for Administration

SUBJECT: Suspension of Vacancy Notices

STA REFERENCE: [ ] dtd 30 Jan 81, same subject

1. The referent Headquarters Notice suspended all Agency-wide vacancy notices as a temporary measure to allow Agency management to increase its control over the interdirectorate movement of personnel while the Agency is subject to the present freeze on Federal hiring. The disposition of intradirectorate vacancy notices was left to the discretion of the Deputy Directors.

2. With the exception of senior secretarial (GS-08 and above) vacancy notices, the publication of interoffice vacancy notices is hereby suspended until further notice.

3. Employees may continue to explore job opportunities in other Offices or Directorates, however, release dates will be established by the losing Office without regard to externally imposed time limitations.

4. This memorandum does not affect current published vacancy notices or previously established release dates.

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DDA/CMO [ ] :ba (10 Feb 81)

[ ]  
William N. Hart

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